

# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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## STATE OF MONTANA

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To: Immunization Information System (IIS) Users

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Subject: Training for the new *imMTrax* IIS: *Read Only* User Training & *Data Entry* User Training, Training Schedule and Registration Forms

The Montana Immunization Program will replace its current Web-based Immunization Registry Database (WIZRD) system with its new Immunization Information System (IIS), *imMTrax*, in late October or early November 2011. *imMTrax* is a customized version of the nation's most widely used IIS, the Wisconsin Immunization Registry (WIR).

In order to ensure that IIS users are able to utilize *imMTrax* once it is up and running, the Immunization Program will host two types of IIS trainings, *Read Only* User Training and *Data Entry* User Training, throughout September and October 2011.

### **Training for the new *imMTrax* IIS**

#### **Read Only User Training**

WIZRD users who exclusively access the system to look up immunizations and print records should attend a one hour *Read Only* User Training session. *Read Only* training sessions will be conducted using a web-based training system. *Read Only* users have the option to attend one of five web training sessions held on October 24<sup>th</sup> and 25<sup>th</sup>.

*Read Only* users also have the option to forego the *Read Only* ilinc web training route and elect to view a *Read Only* training video that will be available via our website at [www.immtrax.mt.gov](http://www.immtrax.mt.gov).

#### **Data Entry User Training**

WIZRD users who manually input immunization records into the system should attend a hands-on four hour *Data Entry* User Training session. Both morning and afternoon *Data Entry* training sessions will be offered in eleven sites throughout Montana including Billings, Miles City, Sidney, Kalispell, Polson, Missoula, Butte, Bozeman, Helena, Great Falls, and Havre.

### **Training Schedule and Registration Forms**

Enclosed is a detailed list of both *Read Only* and *Data Entry* training session options. Please complete the *Training Registration Form* corresponding to your user role (*Read Only* or *Data Entry*) and return to the Immunization Program via fax at (406) 444-2920. ***Registration forms are due by 5:00pm on Friday August 12, 2011.***

If you have any questions about the *imMTrax* project, please contact our program at 406-444-5580 or [jhepner@mt.gov](mailto:jhepner@mt.gov).

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